

DEPARTMENT OF FAIR EMPLOYMENT & HOUSING

(SEE ADDRESS CHECKED BELOW)

www.dfeh.ca.gov



TTY # (800) 700-2320

PLEASE READ CAREFULLY

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Bakersfield, CA 93309-1586
H (661) 395-2729

☐ 1320 E. Shaw Avenue, Suite 150
Fresno, CA 93710-7919
C (559) 244-4760

☐ 611 West Sixth Street, Suite 1500
Los Angeles, CA 90017-3116
B (213) 439-6799

☐ 1515 Clay Street, Suite 701
Oakland, CA 94612-1460
M (510) 622-2941

☐ 2000 "O" Street, Suite 120
Sacramento, CA 95814-5212
E (916) 445-5523

☐ 1350 Front Street, Suite 3005
San Diego, CA 92101
D (619) 645-2681

San Francisco
☐ 1515 Clay Street, Suite 701
Oakland, CA 94612-1460
A (510) 622-2973

☐ 111 North Market Street, Suite 810
San Jose, CA 95113-1102
G (408) 277-1277

☐ 2101 E. 4th Street, Suite 255-B
Santa Ana, CA 92705-3814
K (714) 558-4266

"RIGHT-TO-SUE NOTICE" INSTRUCTIONS

You have requested a "right-to-sue notice" from the Department of Fair Employment and Housing. The Fair Employment and Housing Act (FEHA), at Government Code section 12965, subdivision (b), requires that individuals must exhaust their administrative remedies with the Department of Fair Employment and Housing (DFEH) by filing a complaint and obtaining a "right-to-sue notice" from the Department before filing a lawsuit under the FEHA. DFEH will accept requests for an immediate DFEH "right-to-sue notice" from persons who have decided to proceed in court. Your DFEH complaint must be filed within one year from the last act of discrimination or you may lose your right to file a lawsuit under the FEHA.

The process of proceeding directly to court without an investigation by DFEH is advisable only if you have an attorney. If you do not have an attorney, you can file a discrimination complaint with DFEH for investigation. If you decide to file a lawsuit at a later time, you can still do so. If you wish to have your complaint investigated by DFEH, call 1-800-884-1684 for an appointment.

If you receive an immediate DFEH "right-to-sue notice," your complaint **will not be investigated by DFEH even if you later decide not to file a lawsuit.**

If you receive an immediate DFEH "right-to-sue notice," **your complaint will not be dual-filed by DFEH with the U.S. Equal Employment Opportunity Commission (EEOC). DFEH complaints may be dual-filed with EEOC only if DFEH accepts the complaint for investigation. In order to receive a federal right-to-sue notice, you must file a complaint with EEOC WITHIN 30 DAYS OF YOUR RECEIPT OF THE DFEH "NOTICE OF CASE CLOSURE" OR WITHIN 300 DAYS OF THE ALLEGED DISCRIMINATORY ACT, WHICHEVER IS EARLIER.** The telephone number for EEOC in Northern California is (415) 625-5600. The Southern California EEOC telephone number is (213) 894-1000.

EEOC enforces laws which prohibit discrimination based on race, religion, color, sex, national origin, age (40 or over) or disability. For race, religion, color, sex, national origin and disability complaints, EEOC has jurisdiction over employers who employ 15 or more persons. For age complaints, EEOC has jurisdiction over employers who employ 20 or more persons.

In signing the enclosed documents, you are acknowledging the following:

- 1) You have read and understood this letter.
- 2) You understand that once DFEH has issued an authorization to file a lawsuit DFEH will not investigate or reopen your complaint. **Furthermore, you have chosen not to exercise your option of having DFEH investigate your complaint and of electing court action at a later date. You also understand you should have an attorney to file a lawsuit.**
- 3) You understand that DFEH will not file your complaint with EEOC, and that if you wish to obtain a federal right-to-sue notice from EEOC you must contact EEOC directly.
- 4) You have one year from the date of the DFEH "right-to-sue notice" to file a lawsuit.

If you wish to request an immediate DFEH "right-to-sue notice" to file a lawsuit, complete the enclosed documents, and return them to the DFEH office checked in the margin of this letter. If you are filing against more than one company or individual, you must submit a complaint form for each one. If there are not enough forms enclosed, please request additional copies from the office checked in the margin, or have additional copies made from the form enclosed. Please complete, sign, and date, all of the complaint forms.